

**From:** [Dobson, Barbara](#)  
**To:** [Fields, Annette](#)  
**Cc:** [Strickland, Ray](#)  
**Subject:** RE: EP-S5-15-01 TO# 68HE0419F0078 (Westside Lead (Pb) Site)\_Accura Engineering & Consult Inc  
**Date:** Wednesday, September 4, 2019 12:22:21 PM  
**Attachments:** [EP-S5-15-01 TO# 68HE0419F0078 \(Westside Lead Site\) Accura Engineering & Consult Inc.pdf](#)  
[ESSV New TO PWS Westside Lead 082219.pdf](#)

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FYI

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**From:** Oxford, Russell <Oxford.Russell@epa.gov>  
**Sent:** Wednesday, September 4, 2019 11:46 AM  
**To:** Julia E Green <jgreen@accura.com>  
**Cc:** Prashanthi Reddy <preddy@accura.com>; Dobson, Barbara <Dobson.Barbara@epa.gov>; Pigram, Michael <Pigram.Michael@epa.gov>; Owens, Pamela <owens.pamela@epa.gov>; Group DDC-Customer <DDC-Customer@epa.gov>  
**Subject:** EP-S5-15-01 TO# 68HE0419F0078 (Westside Lead (Pb) Site)\_Accura Engineering & Consult Inc

Julie,

For your records, I have attached a copy of a new ESS Task Order.

Please acknowledge receipt.

Thank you.

RUSSELL T. OXFORD, M.S.

Contracting Officer

U.S. Environmental Protection Agency

Region 4, Acquisition Management Section

61 Forsyth Street SW

Atlanta, GA 30303

Phone: 404-562-8038

Email: [oxford.russell@epa.gov](mailto:oxford.russell@epa.gov)



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# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/04/2019		2. CONTRACT NO. (If any) EP-S5-15-01/ 0405/15/500122		6. SHIP TO:  a. NAME OF CONSIGNEE  Region 4	
3. ORDER NO. 68HE0419F0078		4. REQUISITION/REFERENCE NO. PR-R4-19-00483		b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW	
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104		c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104
7. TO: PRASHANTHI REDDY		f. SHIP VIA			
a. NAME OF CONTRACTOR ACCURA ENGINEERING AND CONSULTING SERVICES, INC.		8. TYPE OF ORDER			
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		<input checked="" type="checkbox"/> b. DELIVERY  Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 3342 INTERNATIONAL PARK DR		d. CITY ATLANTA		e. STATE GA	f. ZIP CODE 30316
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE Region 4 - Superfund Office			

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 05/18/2020	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 168562267 Task Order Type: Time and Materials All invoices are approved by the contract base level COR. COR: Barbara (Niecy) Dobson Phone 404-562-8878 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$5,000.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$5,000.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF

AMERICA BY (Signature)

09/04/2019

ELECTRONIC  
SIGNATURE

23. NAME (Typed)

Russell Oxford

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/04/2019	CONTRACT NO. EP-S5-15-01/0405/15/500122	ORDER NO. 68HE0419F0078
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOCOR: ANNETTE W. FIELDS Max Expire Date: 05/18/2020 Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 18-T-04D-000EC7-2505-C482QV00-C001-1904DK900 7-001 BFY: 18 Fund: T Budget Org: 04D Program (PRC): 000EC7 Budget (BOC): 2505 Job #: C482QV00 Cost: C001 DCN - Line ID: 1904DK9007-001 Period of Performance: 09/04/2018 to 05/18/2020</p> <p>This Task Order is issued to initiate a Potentially Responsible Party (PRP) Search at the Westside Lead (Pb) Site, as defined in the attached Performance Work Statement (PWS) dated 08/22/2019. The initial funding is allocated to conduct a scoping meeting and/or site survey. Allowable costs to conduct a scoping meetings include Labor, ODC, Travel and G&amp;A costs. The contractor shall submit finalized Staffing Plans and Cost Proposals to the Agency within 15 business days after the scheduled scoping meeting, in accordance with applicable terms and conditions of the Region 4, Enforcement Support Services (ESS) contract. The Task Order is definitized within 90 days following award. Reference EPA Contract Number EP-S5-15-01 for clauses that are applicable to this Task Order.</p> <p>*****</p> <p>Email invoices to: DDC-KInvoices@epa.gov.</p> <p>The subject line of email messages shall include the invoice number, the U.S. Government contract, and the applicable Task Order number.</p> <p>Continued ...</p>				5,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$5,000.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/04/2019	EP-S5-15-01/0405/15/500122	68HE0419F0078

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>For payment information and customer services, contact the RTP Finance Center Customer Service line at (919) 541-0616, or by email at FSBCustomerServ@epa.gov, reference your Task Order number.</p> <p>For additional information, visit the website: <a href="https://www.epa.gov/financial/contracts">https://www.epa.gov/financial/contracts</a></p> <p>Invoices are processed in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB)</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**PERFORMANCE WORK STATEMENT  
for  
ENFORCEMENT SUPPORT SERVICES**

**Westside Lead Superfund Site  
Atlanta, Fulton County, Georgia  
Site ID Number: C482  
CERCLIS ID Number: GAN000407160**

**U.S. EPA Region 4 Contract # EP-S5-15-01  
Task Order #: 68HE0419F0078**

**August 22, 2019**

**INTRODUCTION**

**I. BACKGROUND**

The purpose of this Task Order (TO) is to conduct an Industrial Survey and Address Verifications at the Westside Lead Superfund Site (the Site). This Performance Work Statement (PWS) sets forth the framework and requirements for this TO. The goal is to perform the functions listed below of a Baseline PRP Search to gather evidentiary information on PRPs, with regard to liability and viability, and to conduct address verifications for the purpose of access for use in Superfund enforcement actions. The period of performance is the date of award through May 18, 2020, to include a 90-day extension beyond the contract expiration date in accordance with contract section I-73, FAR Clause 52.216-22, Indefinite Quantity (OCT 1995).

The contractor is advised that the initial tasking is for the preparation of a baseline PRP Search and a subsequent modification may be considered for additional activities upon the approval of the staffing plan or baseline PRP Search.

**SITE DESCRIPTION**

In 2018, while performing research for a Doctoral thesis, a student from Emory University collected soil samples from gardens throughout Metro Atlanta, including urban gardens in Atlanta's west-side neighborhoods. The student used an X-ray fluoroscope (XRF) to screen the soil for heavy metal contamination. Results at several parcels on the west side were above the EPA Removal Management Level (RML) for lead in residential soil of 400 parts per million (ppm). Additional investigation led to the discovery of industrial smelting waste (slag) on at least 2 lots around Elm Street in English Avenue. This slag is a confirmed source of at least some of the heavy metal contamination. The Emory University student sent a report to an EPA Region 4 employee that is also an instructor at Emory. EPA consulted with Georgia's Environmental Protection Division (EPD) and in December of 2018, EPD requested EPA conduct a Removal Site Investigation.

EPA will be conducting a Removal Site Investigation to address contamination related to the application or illegal dumping of slag in the English Avenue community. EPA selected a two-block area surrounding the slag piles, encompassing sixty properties, for further investigation. EPA is in the process of obtaining access agreements with the property owners and generating a sampling plan. EPA will collect and analyze soil samples from the properties and inform the residents/owners of the results. Although no final plans are yet in place, it is anticipated that soils above the RML will be excavated to protect the health of the residents. If the sampling indicates additional properties are impacted, the study area will be expanded as necessary until EPA feels the contamination is completely delineated. Currently, no responsible parties have been identified, but EPA investigators continue to research historical information to determine the source of the slag.

## **Project Planning**

Project planning and managerial support involves planning for the execution and overall management of this TO. The technical and managerial activities required to develop the baseline PRP Search and the associated costs shall be developed during the planning phase and detailed in the staffing plan and cost estimate.

## **STAFFING PLAN**

Prepare and submit a staffing plan that includes a detailed description of the tasks activities, performance monitoring, and overall management strategy. Typical activities involved in preparing the staffing plan include, but are not limited to the following:

- Contacting the Task Order Contracting Officer Representative (TOCOR) **within five (5) working days** of Task Order award to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, GA.
- Preparing and submitting a final staffing plan within **fifteen (15) working days** after the scoping meeting and/or site visit. The staffing plan shall include a detailed description of the technical approach for the baseline PRP search activities in accordance with the TO.
- Preparing the estimated cost to complete the TO, including subcontractor costs.
- Negotiating and preparing a revised staffing plan, if the contractor fails to meet the Region's minimum standards.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

The contractor shall perform activities required to effectively manage the TO. These activities include, but are not limited to the following:

- Monitoring cost and progress
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract
- Participating in meetings; preparing and submitting meeting summaries
- Reviewing background documents as directed by EPA

## **TASK 1      POTENTIALLY RESPONSIBLE PARTY (PRP) SEARCHES**

### **PRP Search**

The Contractor shall perform a baseline PRP Search analysis that shall include the following activities:

- 1) Review files, collect records and compile public records pertaining to the Site
- 2) Evaluate Corporate PRPs
- 3) Perform Title Search
  - (a) obtain specific title documents or parcel maps,
  - (b) conduct title search from the first industrial use and obtain all documents for this period that indicate current and/or past owner, lessors, and lessees,
  - (c) Review and analyze all title documents in order to determine the ownership and condition of title during the period of operation (This may also include the preparation of title tree diagrams and accompanying narrative report),
  - (d) Provide copies of title documents and a memorandum discussing conclusions of title analysis
- 4) Regulatory History Search and Technical Search
- 5) Conduct business status and financial research
- 6) Prepare PRP Search Report

### **1.1      Information Gathering/Records Collection Activities**

The contractor shall provide document management assistance to the EPA TOCOR. This may include but is not limited to the location, retrieval, transportation, restoration, indexing, security and reorganization of the Site records.

### **1.2      PRP Name and Address Verification**

The contractor shall research address and verification of addresses as directed by the TOCOR.

### **1.4      Analysis of PRP Search Information for Evidence of Liability**

The Contractor shall collect and summarize information in support of enforcement actions to be taken by the Agency.

### **1.6 Corporate Research and Financial Assessments**

The Contractor shall provide support to the Agency by building a case involving parent corporation, subsidiary liability, and ability-to-pay analyses as specified in the TO.

### **1.7 Investigations**

The Contractor shall identify and pursue investigative leads, including locating individuals who may be knowledgeable about the site operations and waste-handling practices (e.g., current and former site employees), as well as PRPs (individuals and businesses) and their assets.

### **1.8 Title Searches**

The Contractor shall conduct a title search or title commitment in order to identify past and present site owners (including lessees and operators), as well as owners of properties adjacent to the site and deliver to the Agency a Title Search Report/Industrial Survey summarizing the ownership history of the property(ies) involved.

### **Industrial Survey**

Identify what businesses may have operated in the downtown metro Atlanta area within a 10 miles radius of the site from the 1900s to present that may have produced slag or lead. Identify current and historical businesses within EPA approved area. Per the local librarian, City Directories, Google Earth database, telephone books, historical maps, County Library, GIS File, Sanborn Maps, Internet, State Records, etc. will be researched to determine origin of contamination. Relevant city/county offices will be contacted to obtain (i.e., Zoning Department, Planning Department, etc.). Preparation of a report including a listing of entities identified and a summary of the research conducted.

### **1.10 PRP Search Report**

The Contractor shall organize the information collected during the course of the tasked PRP search activities described above into a PRP Search Report that conforms to the standards described in the 2009 PRP Search Manual, as revised.

### **TASK ORDER CLOSE-OUT**

The contractor shall perform the necessary activities to close out the TO in accordance with the contract requirements. Typical activities include, but are not limited to the following:

- Packaging and returning documents to the government



- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the TO

### **Place of Performance**

The work shall be performed at the Contractor's site. Meetings shall be held in Region 4 Office or at the contractor's office.

### **Performance Measures and Expectation**

#### Performance Measures

- a) Clarity
- b) Completeness
- c) Cost
- d) Quality
- e) Timeliness

#### Performance Expectations:

- Clarity – The contractor's deliverables must be concise and to the point so that the results of the PRP search are understandable.
- Completeness – The contractor shall capture 100% of the data elements required by the baseline PRP Search.
- Cost – The contractor's costs will not exceed the approved TO budget for this TO. EPA directed staffing plan modification would result in the contractor's revised staffing plan.
- Quality – The deliverable shall encompass all TO specifications and does not require significant revision(s) due to EPA's TOCOR finding error(s) or omission(s).
- Timeliness – 95% of all deliverables are received on time in accordance with the due date of the deliverable.

### **REPORTING**

The contractor shall follow the requirements in the contract PWS for preparation of the monthly progress and financial reports (MPR). Inclusive of the MPR requirements are reporting of the technical progress, deliverable status, financial status (costs and fees) and work assignment issues.

The contractor shall receive, on a monthly basis, feedback of the TOCOR performance reviews. In the event that questions are raised during the monthly review process that requires additional information/support documentation, the contractor shall respond in writing to the TOCOR with a cc: to the PO.

## **SCHEDULE OF DELIVERABLES**

The contractor shall perform/submit the following tasks and deliverables at the timeframe specified below:

<b><u>Deliverable</u></b>	<b><u>Due Date</u></b>
Staffing Plan.....	15 days after Scoping Meeting
Title Search/Industrial Survey .....	6 weeks after staffing plan approval
Operational History Search.....	8 weeks after staffing plan approval
Regulatory History Search.....	8 weeks after staffing plan approval
Technical Search .....	8 weeks after staffing plan approval
Corporate History Research & Analysis.....	8 weeks after staffing plan approval
Financial Research .....	9 weeks after staffing plan approval
Document Retrieval & Management .....	8 weeks after staffing plan approval
Research Addresses .....	6 weeks after staffing plan approval
Draft Report .....	8 weeks after staffing plan approval
Revision Report .....	10 days after receipt of EPA comments for each revision
Final Report .....	5 days after final revision approval
Task Order Close-Out Memorandum.....	2 months after receipt of final deliverable

The estimated date for completion of all enforcement activities and closeout activities for this task order is May 18, 2020.

### **Anticipated Travel Requirements**

The Contractor will be required to travel to the EPA Regional office in Atlanta, Georgia to retrieve and review EPA files. The Contractor, or designated sub-contractors, may be required to travel to and from the Westside Lead (Pb) Site in Atlanta, Georgia.

### **U.S. EPA POC (Point of Contacts)**

Annette W. Fields, Senior Civil Investigator  
Environmental Protection Agency  
Superfund Enforcement & Information Management Branch  
61 Forsyth Street, SW  
Atlanta, Georgia 30303  
404-562-8893/Office  
404-606-0979/EPA Cell  
[fields.annette@epa.gov](mailto:fields.annette@epa.gov)

Contract Level COR / Project Officer: Barbara (Niecy) Dobson  
Environmental Protection Agency  
Superfund Resource Management Section  
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[oxford.russell@epa.gov](mailto:oxford.russell@epa.gov)